

	Graduate Medical Education	
	GMEC Approval Date:	06/06/2023
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Policy Title: Vacation and Leave of Absence		
ACGME Institutional Requirement: IV.H.		Page 1 of 2

I. Purpose

To establish guidelines for vacation and leaves in accordance with laws and regulations for residents/fellows.

II. Definitions

Parental Leave: The term Parental Leave may include maternity, paternity, and adoption leave; or may be used distinctively from "maternity leave" and "paternity leave" to describe separate family leave available to either parent to care for small children.

Caregiver Leave: Caregiver Leave is available for parent, spouse or child. The parent, spouse or child must meet the criteria of being ill or injured, and the employee must be needed to provide care and necessary attention as described above. The illness or injury can include a chronic condition, and the event can be a scheduled appointment.

Medical Leave: Medical Leave covers any serious health condition that makes the employee unable to perform the functions of the position.

III. Vacation Policy

A. Residents receive fifteen (15) paid vacation days and five (5) paid CME days.

1. Vacation requests must be received and approved no later than four (4) weeks prior to the start date of the time off requested.
2. Request will be denied if not up to date with logs, resident evaluations, research and other resident responsibilities.
3. Requests can be resubmitted once deficient items are completed at least 4 weeks prior to time off.
4. Time off requests will not be denied if there are outstanding attending evaluations.
5. Residents and fellows may not take more than five (5) week days of vacation during a single rotation.
6. Vacations will not be granted during Block 1 and Block 13.
7. Year 1 residents will pre-schedule vacation for either the week of Christmas or the week of New Year.

B. Residents should refer to their residency specific manual for residency program specific vacation requirements or procedures.

C. Procedure guidelines are included on the request form "Resident/Fellow Time off Request" located on New Innovations™.

IV. Leave of Absence Policy

- A. Beginning on the first day of employment, all residents/fellows have up to 6 weeks of paid medical, family or caregiver leave available that may be used for qualifying reasons consistent with Pennsylvania law. [IR: IV.H.1.a)]
 1. Paid leave can be taken for parental, caregiver or medical leave.
 2. Paid leave will not extend the residency program as long as all ACGME competency milestones are met.
 3. Taking any leave may extend the time necessary to complete the program requirements for graduation as well as Board eligibility. Residents/fellows are responsible for understanding their Residency Review Committee/Program requirements for program completion as well as their Board requirements regarding Board eligibility, specifically as it relates to time away from their program.
 4. If more than six weeks of leave time is needed, the time will be unpaid and time off must be approved by the Program Director and the GME office.
 5. Paid leave is available on day one of the residency or fellowship program.
 6. While on paid leave residents will receive 100% of their salary for the first six weeks of paid leave. [IR: IV.H.1.b)]
 7. Health and disability insurance will continue while on paid leave. [IR: IV.H.1.d)]
 8. Residents will be required to use vacation time to cover a portion of their paid leave.
 9. Up to 75 hours of vacation time will be used to cover time off during the six week paid leave.
 10. Residents will have access to one additional week of paid time off.
- B. The six weeks of paid leave can only be used once during the residency program.
- C. Vacation and sick time for medical leaves and vacation for family leaves must be used toward the leave with the exception of one week of vacation time that may be reserved for use after the leave period. [IR: IV.H.1.c)]
- D. To file for paid leave the resident must contact Human Resources and complete the Leave of Absence request form and return it to Human Resources and send a copy to the Graduate Medical Education Office. The Resident will be notified within 2 business days on approval status of leave. [IR: IV.H.1.e)]
- E. Residents / Fellows will be notified of this policy in their new orientation packet and on an annual basis during the contract renewal process. The policy will also be available on the GME Webpage. [IR: IV.H.1.f)]
- F. Once a Leave of Absence is approved, their program director will notify them of the impact that extended leaves could have on program completion and eligibility to participate in relevant certifying board exams. [IR: IV.H.1.g)]